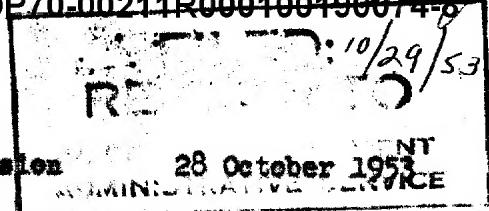


*Buildings & Grounds*



Chief, Space, Maintenance & Facilities Division

28 October 1953

Chief, Records Services Division

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Lighting in the [redacted]

REFERENCE: Our memo dtd 11 Sept 1953 re Construction, Repairs and Inspections of the [redacted]

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1. In the reference memorandum, we submitted a list of construction and repair items which we felt should be completed in making the [redacted] suitable for our operations.

2. Item 1(d) of this memorandum proposed that the lighting intensity in the stack areas be increased by the use of higher watt bulbs. You have subsequently informed us that this will not be practicable. We will, therefore, attempt to operate without any overall increase in lighting facilities but there is one area in which additional light will be necessary. This area of approximately two bays contains about 150 filing cabinets of very active Supplemental Distribution material. After reviewing the situation since the move, we do not feel that we can ask the personnel to continue to service material in these cabinets unless additional lighting is provided. The following changes are suggested:

- a. Lower the four ceiling lights over this area to increase the intensity at the file cabinet level.
- b. Add two additional lights over the rows of cabinets nearest the room housing the Supplemental Distribution operations.

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GSO/RMDB [redacted] rev

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copy given to

12/15/53

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